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A. Purpose of the Transfer Information System Maintenance System

The Transfer Information System (TIS) was developed to provide prospective University of Wisconsin (UW) and Wisconsin Technical College System (WTCS) transfer students with accurate and timely information to help them better prepare for transfer. It is also a means to keep faculty and staff advisors up-to-date on changes in course information and program requirements so they can do a more effective job of advising these students. Therefore, it is critical that the information in TIS is maintained on a regular and timely schedule.

To accomplish these objectives, two types of system maintenance have been developed for the course equivalency phase of TIS - batch and on-line maintenance. The batch update process was designed to handle most course and course equivalency updates on a scheduled basis, currently five times each year. The on-line system was developed to handle updates that are more of an urgent nature. It allows institutions to make changes that are reflected immediately on the TIS data base.

This manual provides institutions with descriptions of these maintenance systems and instructions on how they can be used. One of the most important and useful chapters of the manual is the "How To Section". This section provides the user with step-by-step instructions and illustrations on how to use each major on-line maintenance function. Also in the manual is a data dictionary that defines and explains the terms and functions used in both the batch and on-line processes.

This manual is no longer printed in hard copy. If you find any errors in the manual or think of any additional information that should be included, you are encouraged to contact a member of the TIS project staff.

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